

# **Terms of Reference**

## **HALIFAX REGIONAL MUNICIPALITY GRAFFITI TASK FORCE**

**Amended: November 30, 2010**

The *Graffiti Task Force* was established to govern and implement the Graffiti Management Plan that was adopted by Regional Council on August 1, 2006.

### **1. Background**

Halifax Regional Council adopted the Graffiti Management Plan (herein referred to as ‘the Plan’) on August 1, 2006.

The goal of the Plan is to reduce the prevalence of graffiti in HRM through a coherent set of initiatives, while simultaneously strengthening community capacity, and increasing civic responsibility.

The Plan’s Strategic Focus is comprised of a series of policies organized around key strategies that aim to address many of the gaps within the pre-existing Graffiti Eradication Program.

The Community Response Team (CRT) will co-ordinate and oversee the overall implementation of the Plan with continuous cooperation and joint administration of the following business units:

- Halifax Regional Police
- RCMP
- Capital District
- Community Development (CD)
- Transportation and Public Works (TPW)
- Corporate Communications,
- BPIM                      AND
  
- community/corporate stakeholders such as Halifax Regional School Board, Aliant, Canada Post, Canadian National, Nova Scotia Power, amongst others.

### **2. Purpose of the Graffiti Task Force**

The overall purpose of the Graffiti Task Force is to govern and implement the Graffiti Management Plan, with all stakeholders, through a co-ordinated, multifaceted approach.

### **3. Role of the Graffiti Task Force**

The Graffiti Task Force's primary role is to co-ordinate a comprehensive approach with stakeholders based on seven strategic areas of focus:

- Graffiti Tolerance
- Rapid Removal and Monitoring
- Community Awareness and Education
- Prevention and Diversion
- Active Enforcement
- Community and Corporate Partnerships
- Understanding and Engaging the Graffiti Sub Culture.

More specifically, the Graffiti Task Force will:

- complete the required actions as laid out in the Plan;
- within a one year period of its establishment, and every year thereafter, submit to Council, an annual report;
- keep Council and the community informed of the Plan as it develops;
- monitor and evaluate the progress of the Plan;

### **4. Composition**

The Graffiti Task Force will be comprised of the Mayor and three members of Council through appointment by the Membership Selection Committee.

Corporate Partner members of the Task Force have been invited by the Chief Administrative Officer. Staff representation have also been invited to participate.

Corporate partners invited to participate include Halifax Regional School Board, Aliant, Canada Post, Canadian National, Nova Scotia Power, NS Dept of Transportation and Public Works. The Task Force may invite others as deemed necessary.

Staff representation includes:

- Community Response Team
- Halifax Regional Police
- RCMP
- Capital District
- Community Development

- Transportation and Public Works (TPW)
- Corporate Communications
- BPIM.

#### **5. Sub-Committees**

The Task Force may establish sub-committees to deal with specific issues.

#### **6. Appointment/Re-appointment**

The Graffiti Task Force shall exist until progress dictates that its actions are complete and/or direction from Council. Council Members will be appointed for a two year term and can be re-appointed for a maximum of two consecutive terms.

#### **8. Chair and Vice-Chair**

The Graffiti Task Force shall elect a Chair and Vice-Chair from Council and Partner representation (no staff).

#### **9. Role of the Chair/Vice Chair**

The role of the Chair, in whole or part, can and will be shared with or delegated to the Vice-Chair. The Chair (Vice Chair) is an impartial individual who guides the process and facilitates meetings. The Chair (Vice Chair) will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation by all committee members. The Chair (Vice Chair) will work with staff in preparing agendas and meeting summaries.

#### **10. Meetings**

Meeting schedule and location will be determined by Task Force.

#### **11. Quorum**

Quorum shall consist of not less than 50% +1 of the voting members.

Meetings can be held without a quorum present, however, a quorum will be required for voting purposes.

#### **12. Decision Making**

Decisions about what to recommend to the Regional Council will be made by *consensus*. If necessary a vote will be taken, and minority reports may be submitted if any member wishes to do so.

